



Please follow the below instructions on how to successfully obtain a Delaware Department of Education (DDOE), Identity Management System (IMS) account and access to the Delaware First Application.

*\*If you already have an existing IMS account and would like to have the Delaware First Application, please select "Request Applications" after signing in to your IMS account. Then select "Delaware First" from the drop down menu.\**

Go to the following URL: <https://sso.doe.k12.de.us/petitionacctdpec.aspx>

Fill out the requested information and select the 'Accept Terms' checkbox and select 'Submit'.

**Request New Delaware First Account**

Please fill out the following fields in order to request a new account for Delaware First.

Email	<input type="text" value="test@test.com"/>
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Middle Name	<input type="text"/>
What is your birthday?	<input type="text" value="01/01/1900"/>
What is the last four digit of your SSN?	<input type="text" value="1234"/>
Additional Security Question	<input type="text" value="What color was your first car?"/>
Additional Answer	<input type="text" value="white"/>

☒ **Accept Terms**

This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal.

[SignOn](#) | [Forgot Password](#) | [Contact Us](#)

You will receive an email confirmation that your request has been received.

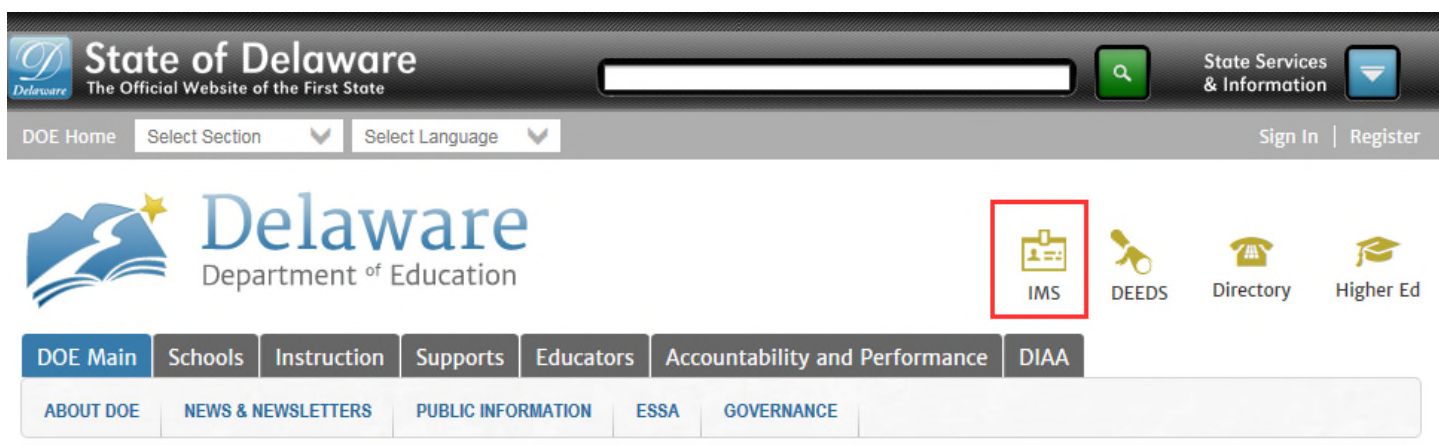
You will receive a second email confirmation when your request has been approved (or denied).



Once your account has been approved, you will need to go to the following site to log in to the Delaware First Application.

Go to the Delaware Department of Education website: [www.doe.k12.de.us](http://www.doe.k12.de.us)

Select the IMS icon in the top right hand corner.



Type in your username and temporary password sent to you in the email confirmation. Select the 'Sign On' button. \*do not select enter\*

A screenshot of the Identity Management System login page. The page has a light blue background. At the top, it says "Identity Management System". Below that, there are two input fields: "SignOn ID" with the text "jane.smith" and "Password" with a masked password "\*\*\*\*\*". Below the password field is a blue "Sign On" button. At the bottom of the page, there are three links: "Forgot/Reset Password", "Request Account", and "Contact Us". Below these links is a link to "IMS FAQs" and a note "Authorized Users Only".



The first time you log in with the temporary password, you will be prompted to change your password to something you will remember. When your new password meets our Password Requirements you will receive the 'Acceptable Password' notification.

Your password must:

- \* Be at least 8 characters long
- \* Contain at least 1 upper case alpha character
- \* Contain at least 1 lower case alpha character
- \* Contain at least 1 numeric character
- \* Contain at least 1 special character (ex: ! @ # \$ % ^ & \*)
- \* Not contain your user IMS ID
- \* Not be equal to your last 4 passwords
- \* Not be similar to your old password

A screenshot of the "Reset/Change Password" web form. The form has a blue header with the title "Reset/Change Password". Below the header, the "UserName" field is populated with "kristilee.lloyd". The "Current or Temp Password" field is masked with dots. The "New Password" field is also masked with dots, and a red box highlights the text "Acceptable Password" to its right. The "Re-Enter Password" field is masked with dots. Below these fields, the "Password Requirements" section is highlighted with a red box and contains the text "Your password must:" followed by a bulleted list of requirements: "Be at least 8 characters long", "Contain at least 1 upper case alpha character", "Contain at least 1 lower case alpha character", "Contain at least 1 numeric character", "Contain at least 1 special character (ex: ! @ # \$ % ^ & \*)", "Not contain your part of user signon ID", "Not be equal to your last 4 passwords", and "Not be similar to your old password e.g. Bul2sky and bul3Sky would be similar". Below the requirements, the "Disclaimer" section contains a checkbox labeled "Accept Terms" which is checked and highlighted with a red box. The disclaimer text states: "This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal." At the bottom of the form, there are two buttons: "Update" and "Cancel", both highlighted with red boxes.

Select the 'Accept Term's box and then select the 'Update' button. \*do not select enter\*



You will be taken to a screen that looks similar to the following. Select the Delaware First icon.

